



## CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS

*California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.*

### Senior Information Systems Analyst (Supervisor)

**FINAL FILING DATE:** Until filled

**POSITION NUMBER:** 407-002-1340-XXX

**TENURE/TIMEBASE:** Permanent / Full-time

**LOCATION:** Sacramento

**SALARY RANGE:** \$5,850 - \$7,465

The Department of Financial Institutions (DFI) is accepting applications to fill a Senior Information Systems Analyst (Supervisor) position in the department's Information Technology (IT) Section in Sacramento.

DFI is considered one of the premier State departments offering programs and opportunities which focus on and support employees. The Sacramento office at 1810 – 13<sup>th</sup> Street is located near Light Rail. Low-cost parking may be available.

### **POSITION DESCRIPTION:**

Under general direction, the incumbent supervises a team of programmer analysts responsible for developing and maintaining the Department's management information systems, and assists the Chief Information Officer in constantly refining the Department's Information Technology vision and plans.

The incumbent prepares Individual Development Plans and performance reviews; monitors staff performance, workload and leave time; mentors staff in all areas of technical, interpersonal and project management skills development; acts as a lead or supervisor over the technical personnel in the performance of programming and information systems tasks; and provides routine performance feedback, takes disciplinary action, as needed, and performs other supervisory-related activities.

The incumbent performs a wide variety of analytical activities in support of the Departments' management information systems, and develops solutions and conducts feasibility studies that fully consider all suitable alternatives; solutions should clearly articulate for management consideration of the benefits, costs, risks, scope, staff resource requirements and schedule of each alternative. The incumbent has a lead role in recommending and implementing software standards that support the most efficient and secure use of department applications.

The incumbent manages portfolio projects in a consistent and predictable manner and provides a means of communicating monthly, or more frequently, the project status to all stakeholders. The incumbent supports the application of project management best practices, including PMBOK (Project Management Body of Knowledge). The incumbent routinely provides oversight to a multi-disciplinary team of staff and vendors; supports the Department's security program; and provides third level help desk support for issues related to Department applications.

#### **FILING INSTRUCTIONS:**

##### Who May Apply:

Applications will be accepted from individuals who are currently in the above class or who have list, transfer or reinstatement eligibility to the class. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Appointment is subject to reemployment and SROA policies.

##### Send Applications To:

**Department of Financial Institutions  
Human Resources Office  
1810 13<sup>TH</sup> Street  
Sacramento, California 95811**

Questions regarding this position should be directed to Mr. Dale Bosley at (916) 322-5963 or [dbosley@dfi.ca.gov](mailto:dbosley@dfi.ca.gov)